

TOWN BOARD MEETING

Town of Ulysses

June 12, 2018

Audio of the minutes are available on the website at ulysses.ny.us.

The meeting was held at the Ulysses Town Hall at 10 Elm Street, Trumansburg.

Notice of Town Board meetings are posted on the town's website and clerk's board.

ATTENDANCE:

TOWN OFFICIALS PRESENT:

Supervisor- Liz Thomas

Board members- Michael Boggs, Nancy Zahler

Town Clerk- Carissa Parlato

Bookkeeper- Nina Thompson

Attorney for the Town- Mariette Geldenhuys

CJ Randall- interim planner at 7:45pm

ABSENT:

Board members- John Hertzler, Rich Goldman

OTHERS:

CALL TO ORDER:

Ms.Thomas called the meeting to order at 7pm.

APPROVAL OF MEETING AGENDA

RESOLUTION 2018-118: APPROVAL OF MEETING AGENDA

BE IT RESOLVED that the Ulysses Town Board approve the agenda for June 12, 2018 with deletions of the following agenda items: pride resolution, the appointment of environmental planner and the union contract; and the addition of an executive session.

Moved: Ms. Thomas

Seconded: Mr. Boggs

Ms. Thomas aye

Ms. Zahler aye

Mr. Boggs aye

Vote: 3-0

Date Adopted: 6/12/18

PRIVILEGE OF THE FLOOR:

Ms. Koreman of Swamp College Road spoke in favor of the Urging Support of Pride Month resolution. Finger Lakes Pulse, a group started by Ms. Koreman, would provide a flag for the town. Many other

municipalities have passed the resolution. There will also be a pride picnic on June 30 at the Jacksonville Park.

REPORTS FROM REPRESENTATIVES:

Ms. Koreman, County Legislator, gave these updates:

- Raise the Age initiative aims to stop housing 16-17yr old offenders with older offenders. They would have to try to house them in other counties since Tompkins doesn't have an alternate facility.
- The county has accepted the state grant that focuses on airport improvements, but will need to contribute several million in funding and is seeking other grants to help fill the gap.

TOWN REPORTS:

(see appendix)

NEW BUSINESS:

INTRODUCTION OF ZONING TO THE TOWN BOARD: AGRICULTURAL/RURAL, LAND SUBDIVISION

Ms. Randall led the group through her Agricultural Zoning/Subdivision Regulations presentation showing Agriculture and Farmland Protection Plan goals and zoning update possibilities for meeting those goals.

OLD BUSINESS:

DECLARING MANSE ROAD A HIGHWAY BY USE

RESOLUTION 2018-----: DECLARING MANSE ROAD A HIGHWAY BY USE

WHEREAS Manse Road, which runs between Route 96 and Jacksonville Roads in the Town of Ulysses has been used as a public road for more than ten years, and maintained by the Town of Ulysses Highway department for more than ten years; and

WHEREAS Manse Road was sometimes referred to as Church Road in Town documents and the two names were used interchangeably; and

WHEREAS on April 8, 1967 the Town of Ulysses Planning Board passed a resolution to accept Manse Road as the official name of a previously unnamed road that appeared on the 1960 Official Town Map; and

WHEREAS on August 8, 1995 it is noted in the Town of Ulysses Town Board meeting minutes that the highway superintendent was asked to block off Manse Road for a celebration; and

WHEREAS the Town Highway Superintendent report of November 14, 2006 shows that a drain line and catch basin were installed on Manse Road (misspelled Mense Road in minutes); and

WHEREAS the August 9, 2008 Town Highway Superintendent report shows that Manse Road was paved (misspelled Manne Road in minutes); and

WHEREAS the September 9, 2008 Town Highway Superintendent report shows the ground rebates were out and cleaned up after the paving project on Church Road; and

WHEREAS the November 10, 2008 Town Highway Superintendent report shows the highway department paved an invert for channeling water into a catch Basin on Church Road; and

AND WHEREAS Highway Law Section 189 states that: All lands which shall have been used by the public as a highway for the period of ten years or more, shall be a highway, with the same force and effect as if it had been duly laid out and recorded as a highway, and the town superintendent shall open all such highways to the width of at least three rods;

NOW, THEREFORE, BE IT RESOLVED that the Town of Ulysses declares Manse Road a highway by use in the Town of Ulysses pursuant to Highway Law section 189.

Moved: Ms. Thomas Seconded: Ms. Zahler

Ms. Zahler made a motion to table the resolution, seconded by Mr. Boggs and passed unanimously.

APPROVING STANDARD WORK DAY REPORTING FOR ULYSSES EMPLOYEES IN ACCORDANCE WITH THE NYS RETIREMENT SYSTEM

RESOLUTION 2018-119: APPROVING STANDARD WORK DAY REPORTING FOR ULYSSES EMPLOYEES IN ACCORDANCE WITH THE NYS RETIREMENT SYSTEM

BE IT RESOLVED that the Town of Ulysses-(location code 30607) hereby establishes the following work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping records or their record of activities.

Title	Stand ard work day	Name	Current term	Participate s in time- keeping system	ROA result
Elected officials					
Highway Superintendent	8	David Reynolds	1/1/18-12/31/21	No	25.02
Town Supervisor	6	Elizabeth Thomas	1/1/18-12/31/21	No	27.36
Town Clerk	8	Carissa Parlato	1/1/18-12/31/21	No	22.09
Town Justice	6	Thomas Schlee	1/1/17-12/31/20	No	3.33
Appointed officials					
Court Clerk	8	Angela Champion	1/1-12/31/18	Yes	NA
Deputy Highway Superintendent	8	Chris Stevenson	1/1-12/31/18	Yes	NA
Bookkeeper	8	Nina Thompson	1/1-12/31/18	Yes	NA
Deputy Town Clerk	6	Sarah Koski	1/1-12/31/18	Yes	NA

(PLEASE NOTE: Columns with personal information (pertaining to retirement and social security numbers) have been removed from this table.)

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Ms. Zahler aye
Mr. Boggs aye

Vote: 3-0

Date Adopted: 6/12/18

RESOLUTION 2018-120: APPROVAL OF CONTRACT FOR APPRAISAL OF LAND ON SALO DRIVE.

WHEREAS the Town of Ulysses was awarded a grant of \$57,205 from NYS Office of Parks Recreation and Historic Preservation, and

WHEREAS a separate appraisal of all the parcels acquired from Habitat for Humanity is required by a state certified appraiser in order for the state to release the grant funding to the Town of Ulysses, and

WHEREAS the Town Supervisor has two bids for the appraisals,

Therefore, be it

RESOLVED that the Town Board of Ulysses authorizes the Town Supervisor to sign the contract with Landmark Appraisal for \$2000 to provide appraisals for the following parcels in accordance to the requirements by the grant administrators:

Village of Trumansburg 7.-6-1.1

Town of Ulysses 11.-2-8.2

Town of Ulysses 11.-2-11

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Ms. Zahler aye
Mr. Boggs aye

Vote: 3-0

Date Adopted: 6/12/18

NEW BUSINESS:

APPROVAL OF COPIER LEASE CONTRACT

RESOLUTION 2018-121: APPROVAL OF COPIER LEASE CONTRACT

Whereas the town makes a large number of copies each year and needs a large scale copier to handle its needs, and

Whereas the current copier lease and contract is expiring, and

Whereas the Town Clerk has researched various options and received 2 quotes as per the procurement policy,

Therefore be it resolved that the Town Board authorizes the Town Supervisor to sign a new 48 month copier lease and contract with Toshiba.

Moved: Ms. Thomas Seconded: Ms. Zahler

Ms. Thomas aye
Ms. Zahler aye
Mr. Boggs aye

Vote: 3-0

Date Adopted: 6/12/18

USE OF FUNDS FROM SALE OF CHURCH

(not discussed)

SEPTEMBER MEETING DATE CHANGE

Although Ms. Thomas will not be present for the Sept. 11 meeting, there are no plans to reschedule at this time.

PRIVILEGE OF THE FLOOR:

Ms. Koreman shared information regarding NYS grants for septic system improvements targeted to residences on Cayuga Lake with ailing septic systems. Residents will (or may already have) receive(d) a letter.

She also shared that the county is trying out some stormwater management strategies on Dubois Road.

MONTHLY BUSINESS:

APPROVAL OF MINUTES

RESOLUTION 2018-122: APPROVAL OF MINUTES- 5/22/18

BE IT RESOLVED that the Ulysses Town Board approve the minutes of 5/22/18 (public hearing and town board) as edited.

Moved: Ms. Thomas Seconded: Mr. Boggs

Ms. Thomas aye
Ms. Zahler aye
Mr. Boggs aye

Vote: 3-0

Date Adopted: 6/12/18

APPROVAL OF CLAIMS

RESOLUTION 2018-123: APPROVAL OF CLAIMS

BE IT RESOLVED that the Ulysses Town Board approve payment of claims for vouchers #227-288 in the amount of \$100,471.30.

Moved: Ms. Thomas Seconded: Ms. Zahler

Ms. Thomas aye
Ms. Zahler aye

Mr. Boggs aye

Vote: 3-0

Date Adopted: 6/12/18

EXECUTIVE SESSION:

Ms. Zahler moved to go into Executive Session at 10:03pm for the purpose of discussing union negotiations, seconded by Mr. Boggs and passed unanimously.

Mr. Boggs moved to end Executive Session at 11pm, seconded by Ms. Thomas and passed unanimously.

ADJOURN:

Mr. Boggs moved to adjourn the meeting at 11pm; seconded by Ms. Zahler.

APPENDIX:

TOWN REPORTS:

TOWN CLERK: Submitted by Ms. Parlato

<u>LICENSES/PERMITS issued:</u>	<u>#</u>
Sporting licenses	20
Disabled parking permits	12
Dog licenses and renewals	111
Marriage licenses	1
Plumbing permits	0
Address assignments	2
Notarizations	10
FOIL requests-received	0
FOIL requests-completed	1

<u>FINANCIAL REPORT:</u>	
\$2027.00	TOTAL Collected for fees & licenses
\$14.88.52	stays in the town
\$538.48	goes to the state

CLERK'S OFFICE TASKS:

Routine tasks:

- Notarizations
- Ordered supplies
- Retrieved, sorted, vouchered mail
- Answered inquiries on various topics
- Took and wrote up meeting minutes
- Kept website current
- Sent listserv messages to residents (~2/month)
- Mailed and posted dog licenses; issued tickets as needed
- Assist other departments when possible
- Update health/dental insurance info for staff as needed

Other tasks:

- Coordinate interviews for new Planner
- Assist with on-boarding of new staff
- Collect new quotes for expiring contracts- research options, make calls, meet with sales agents...
- Town Hall landscaping- coordinate and plant

TAX COLLECTION TASKS:

Completed tax collection and settled up with Tompkins County in April. Continue to field calls and provide tax copies and information.

WATER DISTRICT TASKS:

- Work with Water District Operator on quarterly billing.

RECORDS MANAGEMENT TASKS:

- Continue with mass scanning of building plans into Laserfiche for easier access and storage. Scanning is being done through the County Clerk’s office.

COMMITTEES/ASSOCIATIONS:

- Health Consortium- attended May 3 meeting
- Safety Committee- scheduled staff training for June 28

TRAININGS:

- Prepared to attend Local Government Records Officers meeting in early June.

CODE ENFORCEMENT: Submitted by Tom Myers

Building Permits issued	11
Plan Reviews	7
Certificate of Occupancy issued	4
Certificate of Compliance issued	2
Complaints Received	4
Complaints Resolved	2
Inspections (Footers, Foundations, Plumbing, Insulation, roofing, Pools, Etc.)	62
New Site Inspections	9
Building Review Consultations (pre-plan meetings, Future Building/Remodeling)	14
Fire Safety Inspections	Not in yet
Code Training Seminars	0
County Assessment/Board Reports	3
Open property in violation cases	6
Property violations resolved	0

Value of Permits issued: \$363,466

Building Permit fees collected for month: \$2,060

SUPERVISOR REPORT 4/10/18 to 5/8/18 – Submitted by Ms. Thomas

Energy

- EV station – troubleshoot since not being able to be read remotely.
- CEC Grant – meet with Roxanne to move this grant for heat pumps in Town Hall forward.

Water Districts

- Falls Road – finish preparing petition. Review with resident representatives, answer questions.
 - When petition fails, request rate reduction from Village.
- Rt 89 – many questions from residents, organize meeting for residents in proposed district.
 - Analyze results of informal survey of interest.
- WD3 – quarterly letter to residents in district.
 - Track TTHM levels over time (still under EPA threshold)

Planning and Zoning update

- Chair Zoning Update Steering Committee – organize topics, assist with and prepare agendas, conduct meetings, interface with consultants, review new drafts, edit minutes, etc.
- Continued work to find new Planner/Zoning Officer
 - Secure Interim Planner
 - Draft interview questions, interview candidates, review resumes
- Planning Board Clerk – provide guidance.

Other

- Union contract – review and subsequent work.
- Town Hall – part of effort to finish plantings and mailbox in front of Town Hall (thanks Michael, Carissa, Sarah and Village DPW!).
- The Habitat – need appraisal to complete grant requirements.
- Provide information for listserv news.

Meetings and Training

5/9 – Meet with Tburg Mayor

5/15 – meet with attorney and surveyor about Official lysses Map. 5/15 – Historic Ithaca award for preserving Jacksonville church.

5/17 – review of Town Hall with Taitem for Clean Energy Communities grant 5/17 – Green buildings workshop

5/21-23 – Planner interviews

5/24 – Meet with County Chamber of Commerce representatives along with Village Mayor – general discussion.

5/24 – TCCOG

5/24 – ZUSC

5/25 – Town Board meeting – Development District 8, contract for legal review of union contract, additional resolution to complete sale of Jacksonville church, incinerator in Romulus,

5/29 – Meet with residents in Rt 89 proposed water district

5/30 – Planner interviews

5/30 – Public Information meeting for residents in proposed Rt 89 water district.

6/5 – meet with interview committee regarding Planner

6/6 – Trumansburg Community Recreation 6/7 – special Town Board meeting - Planner

6/7 – ZUSC meeting

Questions/Concerns from Residents

- Falls Road (2)
- GrassRoots camping (1)
- Concerns about brush clearing from one neighbor to another.
- Neighbor trespass concern
- Rt 89 Water district (20+)
- Smith woods (2)
- Zoning (1)

Repeating daily/weekly/monthly tasks:

- Work with each department on current topics.
- Respond to constant flow of questions from residents, volunteers and staff.
- Weekly review of topics with attorney for the town.
- Monthly review of county actions.
- Daily check-in with Town Hall staff.
- Communications – assist with listserv news
- Periodic discussions with Zoning Officer over a variety of topics.
- Prepare agendas, resolutions, and background documents. Review topics with TB members, conduct meetings, and review minutes.
- Provide oversight and follow-through on decisions and requests made at Town Board meetings.
- Review claims and budget, make suggested budget modifications to be approved by TB, review payroll, sign checks,
- Review financial reports.
- Periodic check in with Town Clerk and Deputy Supervisor re work load and coordination.
- Respond to surveys when requested.

BOOKKEEPER REPORT: submitted by Nina Thompson

Regular Duties:

- Personnel
 - Payroll
 - Processed and reconciled payrolls 10 & 11
 - Updated employee changes and made corrections as needed
 - NYSLRS
 - Monthly Reporting
- Banking
 - Completed regular bank deposits – in person for cash with remote deposit system for checks
 - Completed regular bank account transfers to cover payments
- Payments
 - Produced vouchers for monthly pre-pays, insurance invoices and other miscellaneous payments
 - Reviewed monthly vouchers & abstracts

- Printed checks for pre-pays and scheduled voucher payments once approved
- Month End Close Out – April
 - Entered all Payroll entries (cash receipts, cash disbursements & general journal entries)
 - Entered all cash receipts (general receipts, WD accounting, etc.)
 - Entered all cash disbursements
 - Entered all general journal entries (bank transfers, interest, WD billings, budget modifications & other general journal entries)
 - Close out steps (Load abstracts, close CR & CD journals & print reports)
 - Reconciled WD3 & 4 receivable accounts
 - Reviewed month end financial reports and distributed them to Town Board
- Internal Controls
 - Completed cross reconciliation on Clerk's general bank account statements

Trainings:

- Annual Town Finance School – May 10-11
- PERMA Annual Conference – May 24-25

Meetings:

- 05/01/2018 – Standard Work Day Meeting with Clerks
- 05/08/2018 – Town Board Meeting
- 05/09/2018 – Sidewalk Construction Meeting
- 05/22/2018 – Town Board Meeting
- 05/30/2018 – Rt. 89 Water District Info Meeting

Non-Regular Duties:

- Trumansburg/Ulysses Sidewalk Project
 - Communicated with contractor and engineering firm with regards to plan for completion of TOU portion of project
 - Attended construction meeting
- Personnel
 - Personnel Policy & Union Contract/Collective Bargaining Agreement
 - Reviewed additional drafts of Union Contract /Collective Bargaining Agreement
 - Continued to revise and update the Comparative Analysis document
 - Synthesized various draft versions into a Word compare documents version
 - Additional calculations regarding fiscal impact of proposed draft to supplement previous calculations
 - Incorporated changes from May 8th Town Board meeting into draft Union Contract/Collective Bargaining Agreement for legal review
 - Responded to HR related employee and Town Board member inquires
 - Medicare Insurance
 - Worked with Perry & Carroll (broker) and Excellus (company) to resolve issues around retiree's spouse that was becoming eligible for Medicare
 - Communicated with retiree regarding spouse's transition from GTSMHIC insurance to Medicare
 - Compiled reference document related to Medicare
 - NYSLRS
 - Researched and drafted board resolution establishing Standard Work Days for each Town position (that participates in a qualifying time keeping system)

- New Hires & Departures
 - Completed paperwork and orientations with new hires
 - Entered new hires into payroll system
 - Communicated with Tompkins County HR Dept with regards to new hires & departures
 - Researched, compiled documents and made calculations related to employee departure
- Insurance
 - Contacted insurance agent to have certificate issued per NYSERDA's request – related to Zoning Update grant
- Procedures
 - Continued to update and refine written accounting procedures
- Other Accounting
 - Continued to investigate, research and work on resolutions to outstanding accounting issues
 - Researched and worked on developing a resolution to cleaning up the TA fund and the outstanding historical interfund transactions
 - Continued research and began developing plan regarding Capital Assets and OPEB Liabilities
 - Review, revised and updated Fund Balance Analysis worksheet

Up Coming:

- Trainings & Meetings
 - Meeting with Town Accountant – May 7
 - Town Safety Training – May 28
- Other Accounting
 - Develop plan (with Accountant) for how to handle outstanding accounting issues
 - TA Fund/Bank Account
 - Full GAAP Compliance
- Personnel
 - Continue to work on Union Contract/Collective Bargaining Agreement
 - Continue to review/clarify/update Personnel Policy

MS. ZAHLER shared the following:

Highlights from the Trumansburg Village board meeting 6/11:

- Chief Ferretti is retiring in Aug.
- thanked Dusty for help in front of TH
- Lime Bike presentation- Lime will bring bikes to Tburg for Porchfest
- Appointed a Comp Plan revision committee, then will do zoning update
- Selling water to Groots at new property

Jacksonville updates

- Attended annual picnic
- will be interviewed with Cam Neuhoff by WSKG for update of property

MR. BOGGS shared:

He attended the IO, firehouse and planning board meetings this month.

Respectfully submitted by Carissa Parlato on 6/19/18.